

Agricultural Marketing Service
Office of the Deputy Administrator
Marketing Programs
Cotton Division
Fiber Technology Branch
Standards Section
Laborer, WG-3502-2
Standards Assembler

SJ CN36

I. INTRODUCTION

The Standards Section is responsible for the development, improvement, maintenance, preparation and distribution of standards for cotton and related products.

The incumbent processes cotton used in official standards and assembles the standards.

II. DUTIES AND RESPONSIBILITIES

The employee performs several of the following tasks:

Breaks bales of cotton into layers and places cotton on racks. Carries selected cotton layers from warehouse area into standards assembly area.

Prepares and places into small cartons samples of cotton from designated bales for a visual representation of the cotton. Selects a proper face for the sample and positions the grain of the fibers in the correct direction.

Assembles small cartons of samples into proper grades by positions which represent growth area color.

Adjusts color leaf and preparation, by the use of tweezers and shaper, of samples assembled into a grade standard to match or represent a replica of a physical grade standard referred to as "A Guide."

Affixes labels to cotton grade standard boxes and rolls of staple and calibration cotton standards.

Stamps number representing bale on sample cartons.

Participates in photographing cotton standards by placing standards on copy board and/or operating camera.

Moves completed standards into storage area and stacks on shelves. Assists in the shipment of the official standards, as required.

III. SKILLS AND KNOWLEDGES

Ability to follow guidelines and instructions.

Skill in removing cotton from a bale in layers and forming it into uniform-size samples.

Skill in assembling small cardboard cartons and attaching labels to cartons and paper-covered rolls.

Ability to match examples of cotton guides by color, leaf, and preparation.

Skill in using tweezers and shapers to add leaf to samples.

IV. PHYSICAL EFFORT

Requires long periods of sitting at work bench.

Requires occasional lifting of heavy objects, moving of bales, stacking of standards.

Requires finger/hand dexterity to form sample "bricks," add leaf to the sample, and assemble the empty boxes. Also requires visual acuity to duplicate the proper amounts of color and trash.

V. WORKING CONDITIONS

Work is performed in a large bay-work area with good lighting and ventilation and in an adjacent warehouse area where bales, completed standards, and supplies are stored. There is minimal exposure to cotton lint and dust in standards preparation area, but storage area may be dusty.

VI. JOB CONTROLS

The employee works under the administrative supervision of the Supervisory Cotton Marketing Specialist, who provides specific instructions on new assignments. Technical guidance and specific work assignments are provided by a Standards Assembler Leader. Routine tasks are carried out independently based on past experience. Work is reviewed in progress and upon completion for accuracy and conformance with instructions.

Adheres to Equal Employment and Civil Rights policies, goals, and objectives in performing the duties of this position. Assures that written and oral communications are bias-free and that differences of other employees and clients are respected and valued.